

# **Catawba County Emergency Medical Services Standard Operating Guidelines**

## Supervision

The shift supervisor is ultimately in charge of all duties and responsibilities of the shift. He/she should delegate duties to his/her crew chief staff accordingly. All crew chiefs (302, 303, 304) have the same responsibilities within their assigned districts. This includes operational items such as arranging transfers after hours and on weekends, incident command, and decision-making. EMS Shift supervisors and Crew Chiefs may reassign crews at their discretion depending on availability, call status, assistance, and etc.

- Supervisory coverage:
  - When 302 is absent, 303 covers 302's district
  - When 303 is absent, 304 covers 303's district
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- The Shift Supervisor will assign a Crew Chief to cover his/her operational area in his/her absence.
  
- Evaluations / Timesheets / Leave Time
  - Each employee will be assigned to a Shift Supervisor or Crew Chief and each Shift Supervisor or Crew Chief will be responsible for their respective employee's annual evaluation, timesheet and requested leave time.
  
  - Specialty Service employees will report to the Specialty Services Crew Chief (305). All operational matters concerning Specialty Services will be the responsibility of the Specialty Services Crew Chief. Should the Specialty Services Crew Chief need assistance with operational matters (vehicles, supplies, medications, assistance with transfers) he or she will consult with the Shift Supervisor.